

## TAYLOR STUDENT EMPLOYMENT OPPORTUNITIES 2018-2019

**Tulane University is an Equal Opportunity Employer committed to hiring a diverse workforce. We encourage those who are from traditionally underrepresented groups, including students who are of color, women, LGBTQ, veterans, and people with disabilities to apply.**

*Taylor is seeking a diverse team of responsible, open-minded, motivated, and dynamic “changemaking” Student Fellows and Graduate Assistants (GAs) who are excited to shape our continued growth and join a culture of collaborative social innovation and design thinking at Tulane, in New Orleans, and in other partner communities. Taylor Student Fellows and GAs are more than the usual student worker and are treated as paraprofessionals. Specifically, Fellows and GAs:*

- *Are ambassadors of the Taylor Center and engage the Tulane and New Orleans community through on and off campus programming and social media*
- *Create, implement, and communicate Taylor programs and outreach materials*
- *Must be comfortable working at a fast pace*
- *Should enjoy self-structuring their work and be comfortable with ambiguity*
- *Must possess the initiative to thrive in a dynamic environment*

### **TAYLOR EMPLOYMENT COMMITMENTS**

#### **TAYLOR STUDENT FELLOWS:**

- Work for the entire 2018-2019 academic year with the expectation of employment during fall and spring terms (August 1<sup>st</sup>-20<sup>th</sup> will include paid online training)
- Work an average of 15 hours each week, with 12 scheduled front desk office hours and 3 flexible out of office program hours. Some weeks will be busier, and some weeks will be lighter, depending on Taylor’s programming schedule
- Work evening and weekend hours, as required, to implement effective programming and outreach

#### **TAYLOR GRADUATE ASSISTANTS:**

- Work for the time commitment stipulated in the individual job description, which may include summer employment.
- Work 10-20 hours per week, depending on the specific position. Some weeks will be busier, and some weeks will be lighter, depending on the specific position.
- Work evening and weekend hours, as required and communicated in advance

### **REQUIRED QUALIFICATIONS FOR ALL TAYLOR STUDENT EMPLOYEES**

- **CHARACTER TRAITS**
  - Approachable and friendly demeanor, with a strong customer service orientation
  - Flexible and adaptable
  - Empathy: have strong people and relationship-nurturing skills
  - A can-do, optimistic attitude
  - Self-motivated and able to work independently when needed
  - A team player: Able to collaborate effectively and generously as part of a team, with diverse students, staff, faculty and community partners
- **COMPETENCIES**
  - Strong oral, written communication, and public speaking skills
  - Strong relationship building and people skills
  - Ability to prioritize, handle multiple tasks, and work independently.
  - Ability to balance professional and personal boundaries
  - Writing skills for short blog posts, email communications to a general audience, and reports

• **KNOWLEDGE/SKILLS**

- Strong problem solving, organization, presentation, and decision-making skills
- Working knowledge of standard computer programs, specifically Microsoft Office (Word, Excel, Publisher, PowerPoint), Google Drive, BOX, desktop publishing, and/or website maintenance
- Comfortable using social media (FB, Twitter, Instagram)
- Good time-management skills: must be punctual, timely, and deadline oriented
- Strong problem solving, organization, presentation, & decision-making skills

**PREFERRED QUALIFICATIONS FOR ALL TAYLOR STUDENT EMPLOYEES**

- An understanding of social innovation as a field (i.e., changemaker, social entrepreneurship, design thinking, community engagement)
- Proven leadership skills via student organizations, employment, event planning, community service and/or outreach activities.
- Experience in advertising, communications, marketing, promotions, or other outreach experience via business, class projects, student or community organizations.
- Photography or multimedia experience and graphic design skills
- Work experience with community agencies, social enterprises, and/or non-profit organizations (volunteer, internship, or paid)
- Working knowledge of campus cultures, departments, student organizations, and other resources relevant to Taylor

**ELIGIBILITY**

- Must be enrolled as a student at Tulane in both Fall and Spring 2018/2019
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative GPA of 3.0

**TRAINING**

- **Required staff training on Friday, August 24<sup>th</sup> from 12-5 pm**
- 3 hours of orientation Spring semester 2018 the week of April 23<sup>rd</sup>, exact times TBD
- 15 hours of online training and orientation completed August 2018
- Supervisors for Graduate Assistant positions will communicate if/when training requirements differ from the commitment above

| <b>Important Dates</b>             |  |
|------------------------------------|--|
| <b>Meet This Year's Fellows!</b>   | <b>3/13, 7 PM, Taylor</b>  |
| <b>Applications Due:</b>           | <b>Friday, March 23<sup>rd</sup> at 11:59 PM</b>   |
| <b>In-Person Interviews:</b>       | <b>Monday, April 9<sup>th</sup> - Thursday, April 12<sup>th</sup></b>  |
| <b>Student Fellows Selected:</b>   | <b>Monday, April 16<sup>th</sup></b>   |
| <b>Student Fellow Orientation:</b> | <b>Week of April 23<sup>rd</sup> (details TBD)</b>   |
| <b>Online Training:</b>            | <b>August 1<sup>st</sup>-20<sup>th</sup></b>   |
| <b>In-person Fall Orientation:</b> | <b>Friday, August 24<sup>th</sup>, 12-5 PM</b>   |
| <b>First Day of work:</b>          | <b>Monday, August 27<sup>th</sup></b>  |
| <b>Apply at</b>                    | <b><a href="http://bit.ly/Taylor_StudentFellowships_2018">http://bit.ly/Taylor_StudentFellowships_2018</a></b> |

*\*Please note some Graduate Assistantship positions will be interviewed and filled on a rolling basis and will not fit on this specific timeline*

## Student Fellowships (open to graduate and undergraduate students)

### Design Thinking (4 positions available)

Four Design Thinking (DT) Fellows support, help design, facilitate, promote, and execute a variety of design thinking for social impact education programs including the human-centered design “crash courses” and the Fast 48 weekend bootcamp. DT Fellows are responsible for increasing awareness of DT through education, workshops, and partnerships with campus and community partners.

### Communication and Marketing (3 positions available)

Three Communication & Marketing (C&M) Student Fellows will communicate, promote, and market Taylor programs, events, trainings, and activities. C&M Fellows are the authors and curators of various marketing platforms including, but not limited to, the Taylor newsletter, TaylorHub (our blog), event calendars, Facebook, Instagram, and Twitter. This team is also in charge of photographing events, directing short promotional and informational videos, and graphic design work.

## Graduate Assistantships (open only to graduate students)

### CI+ Social Venture Accelerator GA (1 position available)

The CI+ graduate assistant will work together with staff to develop, organize, promote, and execute Taylor’s social venture accelerator program. The GA will plan in the Fall (revise curriculum, recruit participants and secure mentors and speakers) and execute the Institute in the spring, which will include weekly meetings and 3 Saturday sessions with accepted ventures.

### Life Design GA (1 position available)

The Life Design Graduate Assistant will work together with Taylor staff to communicate, promote, support, and expand meaningful life design programming at Tulane University - helping students identify where their academic interests intersect with their desire to create positive social impact. The Life Design GA's primary responsibility will be supporting "Taylor Your Life" (TYL) classes and programming in the Changemaker Residential Learning Community (RLC).

### Research and Scholarship in Social Innovation GA (1 position available; pending funding approval)

The GA for Research and Scholarship in Social Innovation will help design, execute, and support a range of scholarly and applied research-related activities at Taylor. This will include co-authoring, editing, and proofreading scholarly products including manuscripts and working papers, as well as designing, conducting, and maintaining data collection activities using appropriate research methods. The individual will be part of the research team at Taylor and will be expected to meet regularly and coordinate efforts with others.

### Design Facilitation for Social Impact GA (1 position available; pending funding approval)

The GA for Design Facilitation for Social Impact will help design and facilitate training experiences for campus and lay audiences in design thinking for social impact, as well as lead groups through design processes to address challenges. The work will be part of regular design for social impact programming at Taylor, as well as contribute to custom design facilitation and/or trainings based on special request. The individual will be part of the Taylor design thinking team and will be expected to work with other trainers and facilitators.

**Read the full job descriptions and apply at:**

**[bit.ly/TaylorStudentFellowships\\_2018](https://bit.ly/TaylorStudentFellowships_2018)**

## Student Fellowship: Design Thinking (4 positions available)

*A fall 2018 and spring 2019 paid position to support Taylor Center design-thinking outreach and education to promote changemaking and social impact*

### **POSITION SUMMARY:**

Design Thinking (DT) Student Fellows become proficient in the methods and mindsets of human-centered design (HCD) to infuse empathy and design discovery in tackling complex challenges as changemakers. The Fellows will use these methods to work with the Taylor DT faculty and staff to design, facilitate, communicate, coordinate, and promote design thinking for social impact programs at Taylor, including two-hour human-centered design "crash courses" 3-4 times a semester, longer weekend "Fast 48" design thinking bootcamp once a semester, and custom workshop experiences for various student organizations, community organizations, classes, and Tulane departments. DT Fellows will also help with special events and programs, including visiting speakers and guests. DT fellows will support partnerships with campus and community partners and help inform and apply human-centered design for all Taylor programs.

### **General Duties include:**

- Planning and facilitating training workshops for diverse audiences
- Presenting on design thinking approaches and applications for student organizations, courses, and campus departments
- Supporting campus and community partnerships for workshops and applications of design thinking
- Sharing knowledge (via writing blog posts, short articles, attending local events to facilitate discussion, creating graphics that advance our way of thinking) related to design theory, methods, and practice.

The Design Thinking Student Fellows will also take on other general Taylor Student Fellows duties such as staffing the front desk/reception, hosting visiting speakers, supporting other Taylor events, and maintaining space and supplies.

### **PERFORMANCE STANDARDS/JOB DUTIES**

*Note: See cover page for additional duties for all Taylor Student Fellows. Job duties might evolve based on the interests and abilities of the Student Fellow and the needs of Taylor programs.*

### **Assist in the execution and strategic development of Taylor's design thinking for social impact education and outreach in the following capacity:**

- Help organize and lead public design thinking "crash courses" and other workshops (about 1/month per semester)
- Assist in organizing and facilitating our Fast 48 bootcamp, 1/semester
- Assist in individual workshops for campus and community partners (by request)
- Coordinate with the Design for America chapter; cultivate campus leaders and membership
- Prepare and conduct outreach, including email and social media materials and campaigns to promote workshops, learning opportunities, events, etc. coordinating with Fellows and Taylor staff
- Support mainstreaming of design thinking into other Taylor programs, i.e., the Changemaker Institute, Paterson RLC, events, and other campus organizations
- Assist with logistics and support visiting speakers and guests to Taylor for Special Events and Opportunities. This includes general support with other workshops, programs, and events sponsored by Taylor.
- Cultivate strong relationships with community and campus partners to successfully plan and execute activities, programs, and events

**Additional duties (dependent on the individual and Taylor's needs)**

- Research and share knowledge of other design thinking education on other campuses and centers. Help develop and update a portfolio/database of design thinking education, outreach, partnerships, applications, challenges, class projects, etc. as a resource for Taylor (for website, reporting, development/fundraising, and other purposes)
- Explore new channels for the Tulane community (students, faculty, staff, partners) to practice skills via advanced workshops and application of design thinking methods to real projects

**REQUIRED DESIGN THINKING KNOWLEDGE & COMPETENCIES**

**Note: See cover page for required qualifications for all Taylor Student Employees.**

- A deep and demonstrable understanding of design thinking as a set of mindsets for human-centered design and problem-solving
- Ability to draw on a toolkit of human-centered design (HCD) methods and a basic understanding of applications of HCD/DT for social and environmental issues
- A working knowledge of social innovation as a field (via vocabulary, examples)

**PREFERRED QUALIFICATIONS that make you more competitive:**

*Note: See cover page for preferred qualifications for all Taylor Student Fellows.*

- Public speaking and group facilitation experience--confident with large groups
- Design software (ex: graphic, product, architecture), Photography, and other multimedia
- Experienced in community engagement with local partners (visible in appropriate attitude, cultural competencies, knowledge of specific organizations)

**REMUNERATION**

- DT Fellows are paid a stipend during the academic year of \$4,350 to work fifteen hours a week, which is equivalent to \$10/hour.
- Returning Fellows will be eligible for a \$4,785 stipend for the academic year.
- Students will also have access to funding dedicated to their personal and professional development.

**SUPERVISION**

Design Thinking Fellows report to Allison Schiller.

## Student Fellowship: Communication and Marketing (3 positions available)

*A fall 2018 and spring 2019 paid position to support Taylor Center communication and marketing efforts at Tulane and in New Orleans*

### **POSITION SUMMARY:**

Three C&M Student Fellows work together with staff to communicate, promote, and market SISE and Taylor programs, events, trainings, and activities. C&M Fellows are the authors and curators of various marketing platforms including, but not limited to, the Taylor newsletter, TaylorHub (our blog), Taylor's website, event calendars, and social media (Facebook, Instagram, and Flickr). This team is also in charge of photographing events and graphic design work for Taylor.

Each C&M Student Fellow will take the lead on one or more communication platform (i.e. Newsletter, blog, social media, etc.). The assignment of these platforms is based on the expressed skills, interests, and strengths of the applicant and the team's needs. By the second semester student fellows will take on the responsibility of designing, planning, and implementing communication materials, outreach, and marketing campaigns for Taylor programs such as Fast 48 Human Centered Design Bootcamps, the Taylor Senior Fellow Program, student funding opportunities, and SISE courses. Student fellows will receive strategic guidance from their staff supervisor.

Duties will evolve over the year with increased responsibility and creativity for developing content and communications and promoting broad awareness about Taylor programs, including the SISE academic minor and Taylor co-curricular offerings. This includes the potential to start not-existing marketing projects that align with Taylor values and the position description.

### **PERFORMANCE STANDARDS/JOB DUTIES**

*Note: See cover page for additional duties for all Taylor Student Fellows. Job duties will be refined and might evolve based on the interests and abilities of the Student Fellow and the needs of Taylor programs.*

#### **Manage Outreach + Communication of Taylor Activities to Diverse Audiences**

- Manage requests to promote opportunities to the Tulane community via our marketing platforms
- Ensure broad awareness of Taylor programs, including the SISE academic minor and Taylor co-curricular offerings
- Follow social innovation news and integrate timely coverage into Taylor publications and communications
- Continuously build audiences through social media following and subscriptions to newsletters
  - Maintain a database of contacts and relevant newsletters
  - Track social media through dashboard indicators and share with supervisor and Taylor staff
- Communicate with Hullabaloo, New Wave, and other campus publications to foster partnerships and goodwill in promoting important Taylor Center/ SISE events as well as community and campus opportunities

#### **Digital Marketing: Maintain Social Media Accounts in the following capacity:**

- Posting multiple times, a day on the Taylor Facebook and Instagram accounts
- Publish original creative, visually rich content to the TuChangemaker Hub Blog from guest bloggers such as award recipients and other Taylor fellows throughout the semester.
- Increase blog traffic by sharing on social media platforms
- Write, collect, and post news items of Taylor events, staff, faculty, and affiliates for the blog and social media.

- Build dialogue and interact with community members/partner organizations on all forms of social media
- Publish weekly newsletter at the same time and day each week as determined by the C&M team

### **Creative Engagement and Marketing Planning**

- Plan and execute dynamic multimedia engagement including, but not limited to, video campaigns, memes, and tabling
- Design, create, and distribute visually appealing marketing materials, digitally and in print
- Develop and Share Marketing Strategies with your Team
- Work with Taylor Center staff to coordinate marketing materials to make sure they align with center brand guidelines.

### **REQUIRED QUALIFICATIONS:**

***Note: See cover page for required qualifications for all Taylor Student Employees.***

- Familiar with Facebook and Instagram
- Attentive to detail and especially comfortable adapting to a changing environment

### **PREFERRED QUALIFICATIONS that make you more competitive:**

***Note: See cover page for preferred qualifications for all Taylor Student Fellows.***

- Demonstrated written communication and editorial skills
- Knowledge of video, photography and/or design software, like Canva or Adobe Photoshop
- Willingness to learn professional software: Constant Contact, Asana, Google Analytics, Wordpress
- Demonstrated experience or interest in graphic design: photography, editing software, infographic design

### **REMUNERATION**

- CM Fellows are paid a stipend during the academic year of \$4,350 to work fifteen hours a week, which is equivalent to \$10/hour.
- Returning Fellows will be eligible for a \$4,785 stipend for the academic year.
- Students will also have access to funding dedicated to their personal and professional development.

### **SUPERVISION**

CM Fellows report to Samantha Fleurinor

## Graduate Assistant for the CI+ Social Venture Accelerator (1 position available)

*A fall 2018 and spring 2019 paid position to support upper level (mostly graduate) students build social ventures.*

### **ABOUT CI+ SOCIAL VENTURE ACCELERATOR:**

The Changemaker Institute Plus (CI+) accelerator program incubates social ventures in the Tulane community by fostering learning and growth, community partnerships, mentorship, and the development of social entrepreneurial skills among upper-level students in the early idea phase of social venture development.

Throughout CI+, students develop ideas and build long term plans for their ventures by interacting with local innovators, mentors, peers, alumni, and community leaders working at the nexus of social change and innovation in the wider community. We support sustainable ideas with strong social missions and offer students:

- Growth in social entrepreneurial skills
- Business model development
- Mentorship from the Tulane and New Orleans social entrepreneurial communities
- Support from an active international Changemaker Institute alumni network
- Preparation for applying to funding opportunities at Tulane and beyond

### **POSITION SUMMARY:**

The CI+ Social Venture Accelerator Graduate Assistant will collaborate with Taylor staff and administrators to facilitate the Changemaker Institute Plus Social Venture Accelerator (CI+) for upper-level students (see info above). In the fall, the Graduate Assistant will promote and recruit upper-class students (primarily graduate students) to participate in CI+ in the Spring. In the spring, the Graduate Assistant will help execute the Institute by hosting weekly meetings, organizing speakers, and providing weekly mentorship and support to student participants.

The CI+ Fellow must be available for a weekly weeknight meeting with participants and for three Saturday workshops in the spring from 9 AM-3 PM. The CI+ Fellow is expected to work 15-20 hours per week.

### **PERFORMANCE STANDARDS/WORK DUTIES:**

#### **Assist in the execution and strategic development of the CI+ Social Venture Accelerator**

##### ***Work Duties (Fall)***

- Assess previous year's program feedback and host a focus group with CI+ alumni
- Create and execute a CI+ marketing plan to reach graduate students
- Plan and host information sessions about CI+ and promote via graduate classes and organizations. Recruit, host interviews, and select a diverse cohort of 3-7 social ventures
- Revise CI+ curriculum, deliverables, and application as necessary
- Select, finalize, and prepare guest expert speakers for the CI+ sessions.
- Collaborate with other fellows and staff to run Taylor events and programs.
- Manage the CI + budget (~\$5,000)

##### ***Work Duties (Spring)***

- Help facilitate weekly cohort meetings and 3 weekend workshops.
- Track individual venture progress and provide weekly written feedback on cohort deliverables and provide 1:1 mentorship and support for CI+ ventures
- Revise program curriculum to best meet the cohort's needs.

- Coordinate all logistics for sessions (preparing speakers, ordering food, preparing internal agendas, etc.) as well as the Student Showcase at the end of the semester.

**Assist with special events and opportunities at Taylor and provide administrative support to Taylor staff overseeing CI+**

- Assist with daily/weekly logistics and support visiting speakers and guests to Taylor
- Cultivate strong relationships with community and campus partners to successfully plan and execute activities, programs, and events
- Support other workshops, programs and events sponsored by Taylor and collaborate with other fellows and staff to run Taylor events and programs.

**REQUIRED QUALIFICATIONS:**

***Note: See cover page for required qualifications for all Taylor Student Employees.***

- Bachelor's Degree from an accredited College or University
- Enrolled in a degree-bearing graduate program at Tulane (at the masters or doctoral level). Applicants can be enrolled in any discipline or department at Tulane
- Passion for nurturing fellow students' passion and dreams
- Interest in social venture development and organizational management
- Strong networking skills—able to connect resources with CI+ needs
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner

**PREFERRED QUALIFICATIONS that make you more competitive:**

***Note: See cover page for preferred qualifications for all Taylor Student Fellows.***

- Demonstrated commitment to personal and departmental development, professionalism, multi-cultural education, creativity, collaboration, and initiative
- Entrepreneurial or Business experience
- Project management experience
- Prior experience working with social entrepreneurs, start-ups, student-led social ventures, changemakers and/or social intrapreneurs
- Peer-mentoring experience
- Public speaking and group facilitation experience—confident with large groups

**REMUNERATION**

- Approximately 15 hours/week on average from August to early May (specific hours/week might vary from 10/week to 20 hours/week at times). Pay rate is est. \$15/hour, paid in monthly stipends (\$7,500 total)
- Students can apply for up to \$1,500 in professional development support through the Changemaker Catalyst Award

**SUPERVISION**

The CI+ GA reports to Julia Lang

## Graduate Assistant in Life Design (1 position available)

*A fall 2018 and spring 2019 paid position to build and support life design initiatives to help students envision and create changemaking professional pathways*

### **POSITION SUMMARY:**

The Life Design Graduate Assistant will work together with Taylor staff to communicate, promote, support, and expand meaningful life design programming at Tulane University— helping students identify where their academic interests intersect with their desire to create positive social impact. The Life Design GA's primary responsibility will be supporting “Taylor Your Life” (TYL) classes and programming in the Changemaker Residential Learning Community (RLC). Duties will evolve over the year with increased responsibility and creativity for developing content, assisting with training, and planning and running events in the RLC. The Life Design Graduate Assistant is expected to work 15 hours per week, including some evening and weekend events and classes.

More information about the programs supported by this position is below:

- **Taylor Your Life** is a life design lab that applies methods and mindsets of design thinking (human-centered design) to career development for undergraduate and graduate students. There are currently 5 sections taught per semester. The Graduate Assistant will support the growth and scale of this course across the university and beyond.
- **The Changemaker RLC** is a residential living-learning community for first-year and some upperclassmen interested in social change. The Graduate Assistant will assist with student mentorship, planning events, and engaging RLC students as changemakers at Tulane and in New Orleans.

### **PERFORMANCE STANDARDS/JOB DUTIES**

#### **Assist in the execution and strategic development of Taylor Your Life in the following capacities:**

- Assess previous year's program feedback and assist with data collection and assessment reports for TYL
- Help create a TYL curriculum manual for TYL instructors and research curriculum to augment life design programming
- Support logistics for TYL scale and expansion, including building out online resources for instructors, editing and enhancing the PowerPoint for the course, observing TYL instructors, and preparing for and assisting with TYL training

#### **Assist in planning, organizing and implementing Taylor programming, primarily in the Changemaker Residential Living Learning Community (Changemaker RLC)**

- Plan, execute, and staff Changemaker RLC events like monthly Roundtables, community service initiatives, and social programming (may include evening or weekend commitment)
- Work with Housing and Residence Life staff to support RLC initiatives and act as advisor for one Taylor student organization
- Order food and other supplies for RLC events
- Assist with data collection and assessment reports for the RLC

#### **Assist with special events and opportunities at Taylor and provide administrative support to Taylor staff overseeing TYL and the RLC**

- Ensure the promotion of events via email and coordination with C&M fellows
- Attend staff and committee meetings as needed and serve as the primary note taker for the meeting
- Collaborate with other fellows and staff to run Taylor events and programs and assist with special visiting guests, speakers, and scholars

**REQUIRED QUALIFICATIONS:**

***Note: See cover page for required qualifications for all Taylor Student Employees.***

- Bachelor's Degree from an accredited College or University
- Enrolled in a degree-bearing graduate program at Tulane (at the masters or doctoral level). Applicants can be enrolled in any discipline or department at Tulane
- Passion for nurturing fellow students' passion and dreams
- Interest in social impact/changemaking skill development and organizational management
- Strong networking skills—able to connect resources with TYL needs
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner

**PREFERRED QUALIFICATIONS that make you more competitive:**

***Note: See cover page for preferred qualifications for all Taylor Student Fellows.***

- Familiarity with design thinking methods.
- Demonstrated commitment to personal and departmental development, professionalism, multi-cultural education, creativity, collaboration, and initiative
- Strong interpersonal, organizational, and analytical skills
- Public speaking and group facilitation experience--confident with large groups
- Peer-mentoring experience
- Previous project management experience

**REMUNERATION**

- Approximately 15 hours/week on average from August to early May (specific hours/week might vary from 10/week to 20 hours/week at times). Pay rate is est. \$15/hour, paid in monthly stipends (\$7,500 total)
- Students can apply for up to \$1,500 in professional development support through the Changemaker Catalyst Award

**SUMMER POSITION**

- In addition to the academic year positions, we may also have curriculum design work over May-August. Get in touch with Julia Lang or mention in your application that you are interested in summer work.

**SUPERVISION**

The Life Design GA reports to Julia Lang and Samantha Fleurinor

Graduate Assistant in Research & Scholarship in Social Innovation  
(1 position available; *pending funding approval*)

*A paid position to support research and scholarship in social innovation under the Taylor Center. Specific employment dates will be determined with the supervisor and could include summer employment in addition to the 2018-2019 academic year.*

**POSITION SUMMARY:**

The Graduate Assistant will help design, execute, and support a range of scholarly and applied research-related activities at the Taylor Center, including co-authoring, editing, and proofreading manuscripts, working papers, and other scholarly products; as well as designing and conducting appropriate data collection activities using appropriate research methods, and maintaining documentation for these research projects. The individual will be part of the research team at Taylor and will be expected to meet regularly and coordinate efforts with others.

**PERFORMANCE STANDARDS/JOB DUTIES**

The Graduate Assistant for research will contribute to ongoing research-related projects, particularly the writing and dissemination of research and about research in social innovation broadly, to include:

- Academic writing projects and participating in on-going writing for academic publications on topics of changemaking, design for social impact, theories of change, etc. as co-author, editor, etc. as needed.
- Developing and leading new writing projects for academic audiences.
- Taylor Forward (strategic planning) writing projects: contribute to, edit, develop and disseminate monographs and other Taylor Center products to communicate on, for example: theory of change, “best practices” in changemaking education, and related types of applied research by Taylor team.
- Grant-writing: explore, conceive and contribute to foundation and government funding for research efforts
- Research dissemination for lay audiences: contribute to /edit Taylor blog, opinion pieces, Ashoka U Exchange presentations, and other products to disseminate disciplinary and transdisciplinary research on-- and in-- social innovation and changemaking (including design thinking).
- Contributing to Taylor Center team capacity building in understanding social innovation research, academic and applied, via guided readings, discussion, leading/participating in the Social Innovation Conversations, collaborating with Social Entrepreneurship Professors, as relevant given individuals’ academic disciplines.
- Coordinating and collaborating with Taylor teams via regular and ad hoc meetings. These include:
  - Research team regular meetings, 1-2/month over the semester
  - Taylor Change Team meetings, 1/semester
  - Other administrative and strategic discussions, as needed

**REQUIRED QUALIFICATIONS:**

***Note: See cover page for required qualifications for all Taylor Student Employees.***

- Enrolled in a degree-bearing graduate program at Tulane (at the masters or doctoral level). Applicants can be enrolled in any discipline or department at Tulane
- Interested in social impact and changemaking skill development
- Self-motivated, highly professional, and ethical
- Detail-oriented, analytical
- Excellent writing skills
- Familiarity with academic, technical and grant-proposal writing formats

- Specific training/experience in appropriate research methods/approaches, including social science, qualitative enquiry and developmental evaluation research, and familiarity with the field of social innovation as a research topic and domain for new research.

**PREFERRED QUALIFICATIONS that make you more competitive:**

- Doctoral level research design and methods training and coursework
- Prior grant-writing experience (for foundations, government agencies) for program or academic research
- Prior experience preparing and submitting academic manuscripts for publication
- Significant experience in evaluation programs, especially using developmental evaluation, outcome-mapping and qualitative enquiry
- Experience in public speaking on academic and research topics (i.e., conferences)

**REMUNERATION**

- The Graduate Assistant for Research will work 15-20 hours/week on average from August to early May (specific hours/week might vary from 10/week to 20 hours/week at times, owing to the timing of specific design projects). Pay rate is est. \$15/hour, paid in monthly stipends (\$10,000 total)
- Students are eligible to apply to Taylor student funding for up to \$1500/year.

**SUMMER POSITIONS**

In addition to the academic year positions, we may also have summer work over May-August period for social innovation research. Get in touch with Laura Murphy or mention in your application that you are interested in summer work.

**SUPERVISION**

This Graduate Assistant for research will report to Laura Murphy.

**Design Facilitation for Social Impact Graduate Assistant**  
(1 position available; *pending funding approval*)

*A paid position to support Taylor design-thinking outreach and education to promote changemaking and social impact. Specific employment dates will be determined with the supervisor and could include summer employment in addition to the 2018-2019 academic year.*

**POSITION SUMMARY:**

The Graduate Assistant will help design and offer training experiences for campus and other audiences in design thinking for social impact, as well as lead groups through design processes to address challenges. The work will be a part of regular design for social impact programming at the Taylor Center, as well as contributing to custom design facilitation and/or trainings based on special request (“Taylorized” programs). The individual will be part of the Taylor design thinking team and will be expected to work with other trainers and facilitators.

**PERFORMANCE STANDARDS/JOB DUTIES**

- Design, plan, and execute trainings and related design capacity-building activities for campus community including:
  - DT & Donuts 2/semester
  - Fast 48 bootcamp (design, train, lead teams) 1/semester
  - Other regular or custom public workshops
- Document and disseminate information around design facilitation for social impact activities (via visuals, photos, and writing products) including:
  - Adapting curriculum
  - Managing participants’ information and design artifacts
  - Documenting processes and outputs,
- Support Taylor Center team capacity building in design thinking applications and processes via guided readings, discussion, participation in relevant Social Innovation Conversations, and other practice
- Coordinate and collaborate with Taylor teams via regular and ad hoc meetings, to include
  - DT team regular meetings, 3-4/month
  - Taylor change team meetings 1/semester
  - Other strategic discussions, as needed

**REQUIRED QUALIFICATIONS:**

***Note: See cover page for required qualifications for all Taylor Student Employees.***

- Enrolled in a degree-bearing graduate program at Tulane at the masters or doctoral level. Applicants can be enrolled in any discipline or department at Tulane
- Interest in social impact and changemaking skill development.
- Self-motivated, highly professional, and ethical.
- Creative, empathetic, team-oriented, and adaptable.
- Familiar with theory and practice of design thinking (human-centered design) processes and mindsets.
- Familiar with specific methods and applications in social impact spheres.
- Adept at ethnographic approaches to design research and capacity-building, such as observation and in-depth interviews.
- Comfortable working with large groups of people
- Articulate and able to communicate design processes to lay audiences

**PREFERRED QUALIFICATIONS that make you more competitive:**

- Significant practical design-related skills (sketches, graphical recording, visual communication, Adobe software) is a plus.

- Diverse team and group facilitation skills, and ability to lead big groups through difficult processes.
- Previous project management experience

**REMUNERATION**

- The Graduate Assistant for Research will work 15-20 hours/week on average from August to early May (specific hours/week might vary from 10/week to 20 hours/week at times, owing to the timing of specific design projects). Pay rate is est. \$15/hour, paid in monthly stipends (\$10,000 total)
- Students are eligible to apply to Taylor student funding for up to \$1500/year.

**SUMMER POSITIONS**

In addition to the academic year positions, we may also have summer work over May-August period for social innovation research, and design facilitation. Get in touch with Laura Murphy or mention in your application that you are interested in summer work.

**SUPERVISION**

The Graduate Assistant for Design Facilitation will report to Laura Murphy.